



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th floor, Sacramento, CA 95814

Issue Date: April 22, 2004

Final Filing Date: Until Filled

Contact/Telephone:
Donna Collins, 322-8141

Who May Apply: College students who are currently enrolled in a minimum of six units of applicable course work. Applicants should include proof of enrollment with application. PENDING FREEZE EXEMPTION APPROVAL.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-4870-930

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by an Office Services Supervisor II, the Student Assistant will be introduced to career options within state civil service while performing various administrative and technical duties in support of the Personnel/Payroll Operations Section. Essential functions include but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audits, processes and distributes daily payroll cycle materials and reports to section staff; research and resolve various daily cycle problems including batch number errors, delayed and missing data, etc.;
- Processes requests to hold incorrect payroll warrants prior to releasing the State's daily or master payroll;
- Perform detailed research of employment and payment history, deductions and W-2 information in preparation of correspondence, subpoenas, wage breakdowns, payments and adjustments;
- Properly distribute unit specific information resulting from inquiries and/or computer generated messages;
- Utilize a personal computer to maintain a database of department/campus addresses and generate labels for mass mailing; update and modify standard correspondences and record retention requests.

Desirable Qualifications

- Good customer service and interpersonal skills
- Reliable, punctual, and dependable
- Flexible and able to adjust to changing priorities
- Ability to perform under pressure



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Ability to follow instructions
- Knowledge of basic personal computer skills using Microsoft Office Suite (Word, Excel, Access and Outlook)

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz